



Department of Education and Early Development  
Division of Libraries, Archives & Museums  
Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
P.O. Box 110525, 141 Willoughby Avenue  
Juneau, AK 99811-0525  
T: (907) 465-2317/2275  
F: (907) 465-2465

## STATE OF ALASKA

### Records Retention and Disposition Schedule

**Agency I.D: 644      Schedule No: 04-644.2**

#### DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

644 - INFORMATION SYSTEMS DEPARTMENT

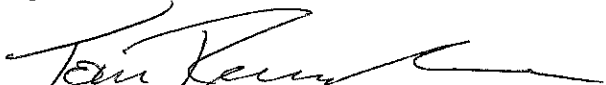
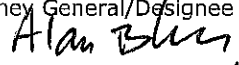
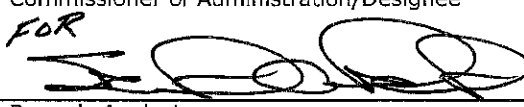


The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #04-644.1

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director Tom Remaklus	Signature of Division Director 	Date 4/25/2014
Attorney General/Designee  Alan Birnbaum	Date 5/16/14	Commissioner of Administration/Designee FOR 
State Archivist 	Date 5/12/14	Records Analyst 

Date  
5/8/14  
5-13-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Information Systems Strategic Plan (Final)</b> This series contains the IS department Strategic Plan. This is the final version and is a static document.	E	C		C=Current version/copy Official Record Copy.
<b>002 - Track-it Help Desk Database</b> This series includes those electronic records relating to open and closed work orders generated by the Track-it software and includes a knowledge database.	D	CFY+2		Official Record Copy.
<b>003 - Information Systems Change Management Log</b> This series contains forms describing programmatic changes to server software and is signed off by all those affected departments. Original scanned documents saved as PDF's.	E	CFY+3		Official Record Copy.
<b>004 - Network Configuration</b> This series consists of infrastructure diagrams, IP addresses, and relevant switch connections.	E	C	Y	C=Current version/copy. Official Record Copy.
<b>005 - Network Administrative Passwords</b> This series consists of passwords necessary for network administrators to configure the corporation's series of networks.	E	C	Y	C=Current version/copy. Official Record Copy. Passwords are confidential and changed in accordance with established AHFC policy.
<b>006 - Active Directory Database</b> This series contains user information, authorization/authentication information and security policies.	D	C	Y	C=Current version/copy.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations
PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office		